No. 411002/3/2019-Estt

4 October, 2019

ADVERTISEMENT

Indian Institute of Technology (Indian School of Mines), Dhanbad formerly known as Indian School of Mines, Dhanbad established in 1926 offers 4 yr. B.Tech., 3 yr. M.Sc. Tech., 2 yr. M.Sc., 5 yr. Integrated M.Sc. (Tech.)/M.Tech., 5 yr. Dual Degree (B.Tech. & M. Tech./MBA), 2 yr. M.B.A., 2 yr. M. Tech., full time and part time Ph. D. courses/programmes in Engineering and Basic/ Earth/Social/Applied Sciences, Humanities and Management disciplines. Other details regarding the Institute and its activities may be obtained from its website **www.iitism.ac.in**.

The Institute invites application from Indian Nationals for appointment for the following non-teaching posts:

Sl. No.	Name of the post(s)	No. of Vacancies						Level in the Pay Matrix of 7th CPC	Remarks
		UR	SC	ST	OBC	EWS	Total		
1.	Assistant Engineer (Electrical)	1	0	0	0	0	**1**	Level-7	
2.	Assistant Engineer (Civil)	2	0	0	0	0	**2**	Level-7	
3.	Junior Engineer (Electrical)	1	0	0	1	0	**2**	Level-6	
4.	Junior Engineer (Civil)	1	0	0	0	0	**1**	Level-6	
5.	Jr. Superintendent (Security)	1	0	1	0	0	**2**	Level-6	
6.	Jr. Superintendent (Library)	1	0	0	1	0	**2**	Level-6	
7.	Jr. Technical Superintendent (Medical)	1	1	0	0	0	**2**	Level-6	
8.	Staff Nurse	2	1	1	1	1	**6**	Level-6	
9.	Jr. Superintendent (Hospitality)	1	0	0	0	1	**2**	Level-6	
10.	Jr. Superintendent (Sanitation)	1	1	0	1	0	**3**	Level-6	
11.	Jr. Technician (Civil Maintenance)	3	0	0	1	0	**4**	Level-3	**5% of the posts in the Pay Level - 3 may be filled up by eligible dependents of employees died while in service of the Institute on Compassionate Grounds as per Rules & guidelines issued by DoPT, GoI.**
12.	Jr. Technician (Electrical Maintenance)	2	1	0	0	0	**3**	Level-3	
13.	Jr. Technician (Library)	2	1	0	2	1	**6**	Level-3	
14.	Jr. Assistant (Hospitality)	7	2	1	4	1	**15**	Level-3	1 post reserved for deaf/hard of hearing.
	Total	26	7	3	11	4	**51**		

Eligibility Conditions:

Sl. No.	Name of the Post/ Pay Level in 7th CPC pay matrix/ Maximum Age Limit	Educational Qualifications and Experience	
		Essential:	**Desirable**
1.	Assistant Engineer (Electrical) / Pay Level – 7 (Rs. 44900-142400/-)/ 35 years	**Essential:** (a) Three years' Diploma in Electrical Engineering with minimum 55% marks from a recognized institution and having 3 years relevant experience in the revised Pay Level – 6 (Pre-revised Pay Band-2 with Grade Pay of Rs.4200/-) or equivalent in Govt. Dept./Autonomous Bodies/ Private Sector Organizations of repute. (b) Should have experience of working in MS-Office and other computer softwares relevant to the area of work/specialization.	**Desirable:** a) Electrical maintenance and project execution of works related to internal electrical installation, HT/LT Power Distribution including sub-station & Power Factor Management, Water Pumping System, Street Lighting, etc.; design estimation, tendering & billing of electrical works; b) B.E.E. Certified Energy Manager/Energy Auditor; c) Experience in illumination Design; d) Experience in handling and maintenance of electrical services; e) Knowledge of Computer Applications.
2.	Assistant Engineer Civil) / Pay Level – 7 (Rs. 44900-142400/-) / 35 years	**Essential:** (a) Three years' Diploma in Civil Engineering with minimum 55% marks from a recognized institution and (b) Having 3 years relevant experience in the revised Pay Level – 6 (Pre-revised Pay Band-2 with Grade Pay of Rs.4200/-) or equivalent in Govt. Dept./ Autonomous Bodies/ Private Sector Organizations of repute. (c) Should have experience of working in MS-Office and other computer softwares relevant to the area of work/ specialization.	**Desirable:** a) Experience in Construction and Maintenance of Buildings, Roads, Water supply, Drainage works, etc. after completion of the degree/diploma. b) Knowledge of working on computers and Auto CAD.
3.	Junior Engineer (Electrical) / Pay Level – 6 (Rs. 35400-112400/-) / 35 Years	**Essential:** Three years diploma in Electrical Engineering with minimum 55% marks from a recognized institute with a minimum 4 years' experience in a relevant post in Pay Level	**Desirable:** a) Electrical maintenance and project execution of works related to internal electrical installation, HT/LT Power Distribution including sub-station & Power Factor

		– 5 (Pre- revised Pay Band-1; Grade Pay: Rs. 2,800/-) or equivalent and proficiency in computer applications.	Management, Water Pumping System, Street Lighting, etc.; design estimation, tendering & billing of electrical works; b) B.E.E. Certified Energy Manager/Energy Auditor; c) Experience in illumination Design; d) Experience in handling and maintenance of electrical services.
4.	Junior Engineer (Civil) / Pay Level – 6 (Rs. 35400-112400/-) / 35 Years	**Essential:** Three years diploma in Civil Engineering with minimum 55% marks from a recognized institute with a minimum 4 years' experience in a relevant post in Pay Level – 5 (Pre-revised Pay Band-1; Grade Pay: Rs. 2,800/-) or equivalent and proficiency in computer applications.	**Desirable**: a) Experience in Construction and Maintenance of Buildings, Roads, Water supply, Drainage works, etc. after completion of the degree/diploma. b) Knowledge of working on computers and Auto CAD.
5.	Jr. Superintendent (Security) / Pay Level – 6 (Rs. 35400-112400/-)/ 35 Years	**Essential:** Bachelor's degree with security related supervisory experience of four years, after the qualifying degree in Government or a reputed organisation. Applicants should be conversant with security rules and procedures and should possess valid driving license for light motor vehicle and motor cycle. Should have a minimum four years of relevant experience in Pay Band -1 Grade Pay: Rs. 2800 (Pay Level –5) or equivalent in reputed organisation.	**Desirable:** Certificate of NCC and Firefighting training and experience of working in residential institutional campus, electronic surveillance, computer system for information processing and retrieval, Ex-servicemen would be preferred.
6.	Jr. Superintendent (Library) / Pay Level – 6 / (Rs. 35400-112400/-) 35 Years	**Essential:** i) M. Lib.Sc. / MLISc or equivalent degree from recognized University / Institute with at least 55% marks in the qualifying degree. OR Masters Degree in Arts/Science/ Commerce or any other discipline with and also B. Lib.Sc. / BLISc with at least 55% marks from recognized University/ Institute.	**Desirable**: Knowledge of Library Automation activities.

		ii) Post Graduate Diploma / Certificate Course in Computer Application / Library Automation from a recognized Institute with minimum of 06 months duration. iii) At least 04 years working experience in a reputed library in a post in Pay Band – 1; Grade Pay: Rs. 2800. iv) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.	
7.	Junior Technical Superintendent (Medical) / Pay Level – 6 / (Rs. 35400-112400/-) 35 Years	**Essential:** i) 4-years Bachelors' Degree in Pharmacy with at least 55% marks or equivalent grade point ii) Minimum 5 years relevant experience at the level of Sr. Technician (Hospital) in Pay Level 5 (Pre-revised Pay Band – 1 Grade Pay: Rs. 2800) or equivalent.	**Desirable:** Experience of Hospital/Health Centres run by reputed residential educational institutions.
8.	Staff Nurse / Pay Level – 6 (Rs. 35400-112400/-)/ 35 Years	**Essential:** Bachelor's Degree in Nursing from a recognised institution with at least 55% marks or equivalent grade with relevant experience of two years after the Degree in a reputed hospital recognised by the Central or State Nursing Council. OR 10+2 pass and qualified through the examination held by the Nursing Council with 3-year course is General Nursing and midwifery with relevant experience of three years after the course in a recognised hospital.	**Desirable**: Experience of Hospital/Health Centres run by reputed residential educational institutions.
9.	Jr. Superintendent (Hospitality) / Pay Level – 6 (Rs. 35400-112400/-)/ 35 Years	**Essential:** Bachelor's Degree in Hotel Management/Hospitality or equivalent degree from a recognised institution with at least 55% marks or equivalent grade with relevant experience of two years after the Degree in reputed Organisations.	**Desirable**: Experience of Hospitality/Catering in reputed residential educational institutions.

		OR Three year Diploma in Hotel Management & Catering Technology from a recognised institution with at least 55% marks or equivalent grade with relevant experience of four years after the Diploma in reputed organisations.	
10.	Jr. Superintendent (Sanitation) / Pay Level – 6 (Rs. 35400-112400/-)/ 35 Years	**Essential:** 3-year Diploma in Sanitary/Public Health Engineering or equivalent with relevant experience of five years after the Diploma in a post in PB-1 Grade Pay: Rs. 2800 (Pay Level – 5) or equivalent in an organisation of repute.	**Desirable:** Experience of sanitation and hygiene management in a reputed residential educational institutions.
11.	Jr. Technician (Civil Maintenance) / Pay Level – 3 (Rs. 21700-69100/-) / 30 Years	**Essential:** i) Three years' Diploma in Civil Engineering from a recognized Institute. ii) 5 years of relevant experience in relevant work in any large residential campus. iii) Knowledge of computer office applications	**Desirable:** Experience in maintaining Civil Infrastructure of a large residential Campus of an educational institute or Industry of repute.
12.	Jr. Technician (Electrical Maintenance) / Pay Level – 3 (Rs. 21700-69100/-) / 30 Years	**Essential:** (i) Three years' Diploma in Electrical Engineering from a recognized Institute. (ii) 5 years of relevant experience in relevant work in any large residential campus. (iii) Knowledge of computer office applications.	**Desirable:** Experience in maintaining Electrical Infrastructure of a large residential Campus of an educational institute or Industry of repute.
13.	Jr. Technician (Library) Pay Level – 3 (Rs. 21700-69100/-) / 30 Years	**<u>Essential:</u>** Graduate plus Bachelor of Library Science or Master of Library Science or equivalent Diploma in Library Science with at least 2 years' relevant library experience in a reputed organisation.	**Desirable:** Experience of Academic Library in a reputed educational Institution. Having working knowledge of Library Management computer softwares.
14.	Jr. Assistant (Hospitality) / Pay Level – 3 (Rs. 21700-69100/-) / 30 Years	**Essential:** 3-year Diploma in Hotel Management & Catering Technology from a recognised institution with at least five years relevant experience in a reputed organisation.	**Desirable:** Experience in a residential educational Institution.
Note: The above mentioned essential qualifying degrees are mandatory. The candidates not possessing the same shall not be considered.			

GENERAL INSTRUCTIONS TO THE CANDIDATES

1.	Age relaxation for SC, ST, OBC and Divyang candidates against reserved posts shall be admissible as per Government of India Norms.
2.	In the case of candidates who have served the Institute or other IITs/NITs/CFTIs etc. for at least three years on a regular post, the maximum age limit may be relaxed by 5 years. (No age relaxation for the employees from private organisations shall be admissible under this clause) Age relaxation as per GoI norms shall also be admissible to the regular employees of Central/State Governments; Ex-Servicemen etc.
3.	(a) The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for selection process. (b) Fulfillment of qualifications per-se does not entitle a candidate to be called for selection process. (c) The Institute reserves the right not to fill up the posts, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final.
4.	(a) The SC/ST/ OBCs-NCL are required to attach a copy of the Caste Certificate with the application in the **format prescribed by the Govt. of India** [A copy of the same certificate shall be collected before the interview (wherever applicable), failing which the candidate concerned may not be allowed for his/ her personal interview. (b) OBCs-NCL certificate issued only on or after 01.04.2019 will be considered. (c) The Institute follows the reservation norms as per GOI rules for SC/ ST/ OBC/EWS and Divyangs. Central Govt. approved list of SC, ST and OBC categories is applicable at IIT (ISM), Dhanbad.
5.	The closing date for submission of application shall be considered the cut-off date for age, educational qualification and experience etc.
6.	The Institute reserves the right to assign/ transfer the selected candidates to any section/department within the Institute and appointments will be offered accordingly.
7.	(a) The Institute reserves the right to relax experience in the case of candidates serving in Government Departments/ IITs/ NITs/ Central Autonomous Bodies in analogous positions. (b) Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s).

8.	**The selection process will be as under:**
	(a) For the posts of Assistant Engineer (Civil/Electrical)
	
	Part-A: The candidates eligible on the basis of their qualification will be called to appear in the Screening Test (objective type) – 100 marks – for shortlisting the candidates for Practical Skill Test of qualifying nature. The candidates declared qualified in the Practical Skill Test will be called to appear in the Main Examination.
	
	Part-B: Main Examination – 100 marks
	
	        Step I: Written Test - 80 marks
	        Step II: Computer Proficiency Test - 20 marks
	                Total - **100 marks**
	
	The Committee constituted to conduct the Written Test and Trade Test/ Computer Test will decide the minimum qualifying marks for Written & Computer Test. Only the candidates who will qualify the Written & Computer Test (step I&II) will be called for Presentation & Interview (100 marks) before the selection Committee. A merit list of candidates shall be prepared on the basis of performance in Written Test, Computer Proficiency Test and Interview as under:

Final Marks = (Marks in written test + Marks in Computer Proficiency Test) X 75% + (Marks in Interview) X 25%

(b) For the post of Junior Engineer (Civil/Electrical):

Part-A: The candidates eligible on the basis of their qualification will be called to appear in the Screening Test (objective type) – 100 marks – for shortlisting the candidates for Practical Skill Test of qualifying nature. The candidates declared qualified in the Practical Skill Test will be called to appear in the Main Examination.

Part-B: Main Examination – 100 marks

Step I: Written Test	-	80 marks
Step II: Computer Proficiency Test	-	20 marks
Total	**-**	**100 marks**

A merit list of candidates who will be prepared on the basis of the marks obtained in the Written Test and Computer Proficiency Test. The Committee(s) constituted to conduct the Screening Test, Practical Trade Test, Written Test and Computer Proficiency Test will decide the minimum qualifying marks/standards for the aforesaid tests in accordance with the number of vacancies and performance of the candidates and its decision shall be final.

(c) For the post of Junior Superintendent (Security/ Library/ /Sanitation/Hospitality)/ Junior Technical Superintendent (Medical)/ Staff Nurse:

Part-A: The candidates eligible on the basis of their qualification will be called to appear in the Screening Test (objective type) – 100 marks – for shortlisting the candidates for Practical Skill Test of qualifying nature. The candidates declared qualified in the Practical Skill Test will be called to appear in the Main Examination.

Part-B: Main Examination – 100 marks

Step I: Written Test	-	80 marks
Step II: Computer Proficiency Test	-	20 marks
Total	**-**	**100 marks**

A merit list of candidates who will be prepared on the basis of the marks obtained in the Written Test and Computer Proficiency Test. The Committee(s) constituted to conduct the Screening Test, Practical Trade Test, Written Test and Computer Proficiency Test will decide the minimum qualifying marks/standards for the aforesaid tests in accordance with the number of vacancies and performance of the candidates and its decision shall be final.

(d) For the post of Junior Technician (Civil Maintenance/ Electrical Maintenance /Library)/ Junior Assistant (Hospitality):

Part-A: The candidates eligible on the basis of their qualification will be called to appear in the Screening Test (objective type) – 100 marks – for shortlisting the candidates for Practical Skill Test of qualifying nature. The candidates declared qualified in the Practical Skill Test will be called to appear in the Main Examination.

Part-B: Main Examination – 100 marks

Step I: Written Test	-	80 marks
Step II: Computer Proficiency Test	-	20 marks
Total	**-**	**100 marks**

A merit list of candidates who will be prepared on the basis of the marks obtained in the Written Test and Computer Proficiency Test. The Committee(s) constituted to conduct the Screening Test, Practical Trade Test, Written Test and Computer Proficiency Test will decide the minimum

	qualifying marks/standards for the aforesaid tests in accordance with the number of vacancies and performance of the candidates and its decision shall be final.
9	No TA will be paid for written/Computer/skill tests.
10	The candidates recommended for interview for the posts of Assistant Engineer (Civil/Electrical) will be paid for the train journey by AC-III Tier by the shortest direct route on submission of claim and tickets.
11	**Recruitment Fee and mode of payment: Recruitment fee to be paid through SBI collect link available on the website of the Institute (www.iitism.ac.in) :** Rs. 500/- **Note: Female candidates and SC/ST/Divyang/Ex-Service men eligible for reservation are exempted from payment of recruitment fee.**
12	Applications are to be submitted online through application module available on the Institute's website www.iitism.ac.in under the head "Recruitment" and the requisite documents (Photograph/ Receipt of fee payment/Degrees/mark sheets/experience certificate/category certificate etc.) should be uploaded in pdf format. Signed copy of the printout of duly submitted application form with all attachments is also required to be submitted/sent to the Deputy Registrar (Estt.), Indian Institute of Technology (Indian School of Mines), Dhanbad, Dhanbad – 826 004 (Jharkhand) before the scheduled date and time in an envelope super scribed as "Application for the post of ...." (Name of the post) **Time Schedule for submission of Applications:** {table below} **Note:** Application received after the closing dates and incomplete applications will be summarily rejected.
13	Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Dhanbad only.

Time Schedule for submission of Applications:

Sl. No.	Activity	Date and time
1	Registration of applicants	04.10.2019
2	Closing of registration of applicants	03.12.2019
2	Opening of submission of online Application form	04.10.2019
3	Closing date for submission of online application	04.12.2019
4	Last date for submission of signed copy of downloaded copy of duly filled in online application form with all enclosures	14.12.2019

Registrar